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January 11, 2021

Regular meeting of the City Council of the City of Two Harbors, Minnesota, held on Monday, January 11, 2021, at 6:00 p.m.

The meeting was called to order by Administrator Walker.

Members present, Councilors: Woodruff, Redden, Rennwald, Swanson, Passe, Erickson, Glaser. 7.

Members absent, Councilors:

Others present: Administrator Walker  
Finance Director, Pietila  
City Clerk, Nordean  
Community Development/ Planner, Sterbenz  
City Attorney, Overom

Administrator Walker called for nominations for the position of City Council President. Councilor Woodruff nominated Councilor Redden. There were no other nominations presented. Motion by Woodruff and Erickson that Councilor Redden be elected as City Council President. Carried by a unanimous yea vote of all members present on roll call.

Newly elected President, Redden took over as chair of the meeting.

President Redden called for nominations for the position of City Council Vice President. Mayor Swanson nominated Councilor Woodruff and Councilor Rennwald nominated Councilor Glaser. President Redden called for a roll call vote in favor of electing Councilor Woodruff as Council Vice President: Yeas: Redden, Swanson; Nays: Woodruff, Rennwald, Passe, Erickson, Glaser. The vote failed. President Redden called for a roll call vote in favor of electing Councilor Glaser as Council Vice President: Yeas: Woodruff, Redden, Rennwald, Swanson, Passe, Erickson, Glaser. The vote passed, and Councilor Glaser was recognized as the newly elected City Council Vice President.

Clerk Nordean requested the following additions to the agenda: Consent Agenda 25. Accepting the resignation of Kyle Krull, with regret, authorizing a letter of appreciation for his service and authorizing the internal and external postings for his position; Consent Agenda 26. Approving the request of the Moose Lodge for permission to be open on Sundays, January 17 and February 7, 2021 and referring to Administration and the Public Affairs Committee, their request for additional Sundays.

Motion by Glaser and Woodruff approving the agenda with the additions recommended by the Clerk. Carried.

**Administrator Report:**

Administrator Walker reported that there will be a meeting of the Public Works Committee on Thursday, January 14 and he provided a report on the Eighth Street Project and Joint Powers Agreement. He advised councilors that staff will be meeting with the newly elected Council President for the purpose of reviewing procedures and establishing committee appointments. He also reminded Councilors to provide Clerk Nordean with any preferences they may have regarding committees they wish to serve on.

In addition, Walker noted that following the new appointments, staff will be scheduling meetings for each Council committee to introduce staff members associated with the committees and provide information on the purpose and role of the committees and familiarize new members with existing projects that each group has been working on.

**Library Board:**

Councilor Rennwald reported on the most recent meeting of the Library Board noting that circulation is up for kids and teens and that the City Clerk and Mayor were present and provided a review of City policies and procedures that apply to City Board and Commissions. She also reported that the Library was recently recognized as a Star Library and there were only three such libraries in the state who received this recognition.

**Planning Commission:**

Vice President Glaser reported on the December 22 meeting of the Planning Commission where they reviewed proposed updates to the zoning code. Mayor Swanson reported that at their first meeting in December, where the committee's discussion focused on housing north of Sixteenth Avenue.

**Public Arts & Beautification:**

Community Development/Planner Sterbenz reported that at their December meeting, the Public Arts & Beautification Commission reviewed their 2020 Work Plan and their final 2021 Work Plan.

**Edna G. Commission:**

Councilor Woodruff reported on the December meeting of the Edna G. Commission where they focused on projects and discussions with various contractors for ceiling and compressor repairs. He noted that one of the lines for the bubblers had been cut, so they are working on those repairs. He also indicated that Hayes Scriven had prepared a list for their future projects.

**Trees & Trails Commission:**

Councilor Rennwald reported on the December 17 meeting of the Trees & Trails Commission where they discussed ATV accessibility and how to find trails and how to let riders know their proper designation.

**Utilities Committee:**

President Redden provided a review of a recent meeting of the Utilities Committee where the aesthetics of the proposed Wastewater Treatment Plant were discussed.

Motion by Woodruff and Rennwald that the following consent agenda items:

1. Approving minutes from the December 14, 2020 City Council meeting.
2. **RESOLUTION NO. 1-1-21 ALLOWING CLAIMS AGAINST THE CITY OF TWO HARBORS TO BE PAID ON JANUARY 12, 2021, IN THE AMOUNT OF \$XXX.**
3. Approving payroll for the second half of December, 2020, in the amount of \$254,186.31.
4. **RESOLUTION NO. 1-2-21 CONFORMING TO THE DICTATES OF THE TWO HARBORS HOME CHARTER AND AMENDMENTS THERETO.**
5. **RESOLUTION NO. 1-3-21 AFFIRMING THE CODE OF CONDUCT AND ETHICS FOR THE CITY OF TWO HARBORS FOR 2021.**
6. **RESOLUTION NO. 1-4-21 APPOINTING THE LAKE COUNTY ATTORNEY'S OFFICE TO PROVIDE LEGAL SERVICES FOR CRIMINAL MATTERS FOR THE CITY.**
7. **RESOLUTION NO. 1-5-21 APPOINTING OVEROM LAW PLLC TO PROVIDE LEGAL SERVICES FOR CIVIL MATTERS FOR THE CITY OF TWO HARBORS.**
8. **RESOLUTION NO. 1-6-21 APPOINTING JIM RICH TO PROVIDE BUILDING OFFICIAL CONSULTING SERVICES FOR THE CITY OF TWO HARBORS.**
9. **RESOLUTION NO. 1-7-21 DESIGNATING THE NORTHSORE JOURNAL AS THE NEWSPAPER FOR OFFICIAL PUBLICATIONS FOR THE CITY OF TWO HARBORS.**
10. **RESOLUTION NO. 1-8-21 ADOPTING ROBERT'S REVISED RULES OF ORDER AS AUTHORITY FOR MEETINGS OF THE CITY COUNCIL.**
11. A memorandum from Hayes Scriven, of the Edna G. Commission regarding potential paths for the Edna G. planning and work.
12. A memorandum from Joe Rhein, Bolton & Menk, regarding water projects and funding pursuits.
13. Accepting a letter from Blake Prince, providing notice of resignation from the City Recreation Board, with regret, and authorizing a letter of appreciation for his service.

14. Accepting a letter from Dick Boher, providing notice of resignation from the City Public Arts and Beautification Commission, with regret and authorizing a letter of appreciation for his service.
15. Accepting a letter from Ryan Endicott providing notice of resignation from the Fire Department, with regret and authorizing a letter of appreciation for his service.
16. **RESOLUTION NO. 1-9-21 ACCEPTING THE PROPOSAL OF TYLER TECHNOLOGIES FOR THE PURCHASE OF A SOFTWARE UPGRADE TO INCODE 10 FOR AN AMOUNT OF \$39,066.**
17. **RESOLUTION NO. 1-10-21 ACCEPTING THE PROPOSAL OF BEST CONCRETE FOR THE PURCHASE OF CONCRETE FOR A TRAINING PROP FOR THE FIRE DEPARTMENT FOR AN AMOUNT OF \$6,503.**
18. **RESOLUTION NO. 1-11-21 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$2,777 FOR PROFESSIONAL SERVICES FOR THE 2019 STREET & ALLEY IMPROVEMENT PROJECT.**
19. **RESOLUTION NO. 1-12-21 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$28,980 FOR PROFESSIONAL SERVICES FOR THE 2021 AND 2022 STREET & ALLEY IMPROVEMENT PROJECT.**
20. **RESOLUTION NO. 1-13-21 AUTHORIZING PAYMENT TO BOLTON & MENK IN THE AMOUNT OF \$5,235 FOR PROFESSIONAL SERVICES FOR THE STORMWATER MANAGEMENT PLAN.**
21. **RESOLUTION NO. 1-14-21 AUTHORIZING PAYMENT TO VEIT & COMPANY IN THE AMOUNT OF \$7,259.41 FOR FINAL PAYMENT FOR THE TWO HARBORS CASTLE DANGER MONITORING STATION PROJECT.**
22. **RESOLUTION NO. 1-15-21 AUTHORIZING PAYMENT TO TL CONSTRUCTION IN THE AMOUNT OF \$5,000 FOR FINAL PAY REQUEST FOR THE CAMPGROUND BATHHOUSE PROJECT.**
23. **RESOLUTION NO. 1-16-21 CERTIFYING ASSESSMENTS FOR CERTAIN DELINQUENT UTILITY CHARGES AND MISCELLANEOUS ACCOUNTS RECEIVABLE RELATED TO SIDEWALKS AND GENERAL SERVICES TO THE LAKE COUNTY AUDITOR.**
24. **RESOLUTION NO. 1-17-21 DECLARING THE OFFICIAL INTENT OF THE CITY OF TWO HARBORS TO REIMBURSE CERTAIN EXPENDITURES FROM THE EQUIPMENT FUND FOR CERTAIN CAPITAL EQUIPMENT IN THE YEAR 2021 AND 2022 FROM THE PROCEEDS OF BONDS TO BE ISSUED BY THE CITY.**
25. Accepting the resignation of Kyle Krull, with regret, authorizing a letter of appreciation for his service and authorizing the internal and external postings for his position.

26. Approving the request of the Moose Lodge for permission to be open on Sundays, January 17 and February 7, 2021 and referring to Administration and the Public Affairs Committee their request for additional Sundays.

Be adopted as read. Carried by a unanimous yea vote of all members present on roll call.

**Announcements:**

Councilor Woodruff congratulated the newly elected Council President and Vice President as well as those who were recently elected or re-elected. He stated that he still feels it is an honor to serve and that 2021 is going to be an outstanding year for the Council.

President Redden echoed the statements of Councilor Woodruff and added a warm welcome to Councilor Passe.

Mayor Swanson expressed his pleasure with the Council's ability to work to well together.

Councilor Rennwald reported that the new year feels like a fresh start and that she is ready and excited for things to come.

Councilor Passe expressed appreciation for the warm welcome he has received.

Motion by Rennwald and Woodruff that the meeting adjourn. Carried.

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Benjamin Redden, President, City Council

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Patricia D. Nordean, City Clerk